

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Higher Education, Labour
and Skills Development
Malé, Republic of Maldives

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ޖުމްހޫރީ ސަރުކާރުގެ ސިޔާސަތުގެ ތެރެއިން
ހިންގާ ސަރުކާރުގެ ސިޔާސަތުގެ ތެރެއިން.

Terms of Reference IT Consultant (Individual Consultant)

1. Introduction

- 1.1. The Government of the Maldives (GoM) is planning to introduce an unemployment insurance (UI) scheme for formal sector workers. In relation to the UI scheme the government is also planning to reform and extend its National Job Centre (NJC), at the Ministry of Higher Education, Labour and Skills Development (MoHELSD), as a means of supporting unemployed UI beneficiaries to regain productive employment, but also to extend access to active labor market programs (ALMPs) to all unemployed Maldivians regardless of their eligibility for UI benefits. The UI scheme will be designed to complement the Maldives Retirement Pension Scheme (MPRS) and the Employment Service (ES) will be served as a platform for strengthening ALPMs, addressing challenges faced by the Maldivians in finding employment, and building an integrated Labor Market Information System (LMIS). The scheme will partnerships with government and non-government agencies aimed at promoting female employment, filling strategic gaps in the labor market (such as green and blue economy jobs).
- 1.2. The World Bank is providing development financing towards these objectives through the Sustainable and Integrated Labor Services (SAILS) Project. This project is jointed implemented by MoHELSD and Maldives Pension Administration Office (MPAO). As part of implementation of the project, the MoHELSD wishes to contract an individual IT Consultant.

2. Objectives

- 2.1. The Consultant is expected to provide visionary leadership for the planning, implementation, and management of communication and Information Technologies that underpin the Ministry, the NJC, and the Project. You will be responsible for directing and managing strategic plans, policies, and programs related to Information Technology. Additionally, your role involves providing leadership and management oversight for systems developed and maintained by the Ministry, NJC, and the Project, including server/network infrastructure and security systems. Your focus will be on developing

and maintaining a responsive, reliable, and secure IT infrastructure while maximizing the value derived from technology investments.

3. Scope of Services

- 3.1. Develop and Manage Long-Range Plans, Policies, Budget, Facilities, and Services:
 - 3.1.1. Formulate and oversee long-term strategies, policies, and budget allocation related to information technology within the Ministry and NJC.
 - 3.1.2. Ensure efficient acquisition and deployment of the IT resources.
 - 3.1.3. Optimize the utilization of facilities and services to enhance overall effectiveness.
- 3.2. Lead Architecture Design, Software Development, and Solution Management:
 - 3.2.1. Provide leadership in designing robust and scalable IT architectures.
 - 3.2.2. Oversee software development initiatives, ensuring alignment with the Ministry's objectives and priorities.
 - 3.2.3. Manage solutions to address specific business needs, leveraging technology effectively.
- 3.3. Project Management for Major Software Applications, Network Infrastructure, and Website Development:
 - 3.3.1. Act as a project manager for critical IT projects, including:
 - 3.3.1.1. Designing and implementing major software applications.
 - 3.3.1.2. Customizing and maintaining existing software solutions.
 - 3.3.1.3. Developing and enhancing the Ministry's website.
 - 3.3.1.4. Supporting the Job Center Portal.
 - 3.3.1.5. Managing network infrastructure enhancements.
 - 3.3.2. Overseeing all ICT-related projects.
- 3.4. Collaboration with Technical Staff and Project Monitoring:
 - 3.4.1. Work closely with technical teams to develop project plans and monitor progress.
 - 3.4.2. Define project scope and objectives, update project plans, estimate task durations, and allocate resources.
 - 3.4.3. Identify deliverables and milestones to ensure successful project execution.
- 3.5. Creative Inputs and System Enhancement:
 - 3.5.1. Actively contribute creative ideas for developing new tools and systems.
 - 3.5.2. Propose enhancements to existing tools and systems or explore innovative ways to integrate technology effectively.
- 3.6. Systems Development Methodologies and Documentation:
 - 3.6.1. Improve existing systems development methodologies and procedures.

5.6.2. Support staff shall assist with logistics, troubleshooting, and coordination during the consultancy period.

6. Reporting requirements and time schedules for deliverables

- 6.1. The Consultant shall submit monthly reports of works completed (tasks, milestones achieved), challenges faced and proposed solutions and risks or issues identified.
- 6.2. The Consultant shall report to the Project Director on the status of the assignments on a regular basis.

7. Minimum required Expertise and Qualifications

- 7.1. Master's degree in Information Technology or similar field.
- 7.2. 5 years of work experience in the field, with no less than 3 years in management.
- 7.3. Knowledge in software engineering and system development.
- 7.4. Knowledge of technical management, information analysis and of computer hardware/software systems.
- 7.5. Hands-on experience with computer networks, network administration and network installation.
- 7.6. Ability to manage personnel.